

Payment Te NET30 PLEASE NC	erms: Freight Terms: FOB Destination DTE: ADDITIONAL TERM	Ship Via: US MAIL IS AND COND	PCC: 0 ITIONS MA	PO Date: 05/09/2023 AY BE LISTED A	PO End Date: 05/23/2023 AT THE END OF THE	PO Method: DG PURCHASE OR	Dispatch: Dispatch Via Prin DER.	Rev Dt: t
Vendor:	WORKQUEST 1011 E 53rd St AUSTIN TX 78751 United States				Ship To:	400 Aus	23 - Veh Titles and F 10 Jackson Avenue stin TX 78731 ted States	Reg
Vendor ID:	1741976051 1 200				Bill To:	Aus	00 Jackson Avenue stin TX 78731 ted States	
Purchaser: Phone: Fax:	Daphne Free				Bill To Fax	:		
Email:	daphne.free@txdmv.gov	,			Bill To Ema		V_FIN-INVOICES@	TxDMV.gov

PO Information:

Change Orders:

Change orders will be allowed only if unforeseen conditions arise such as, but not limited to, increasing or decreasing quantities or if the department needs dictate changes. All changes shall be in the scope of original work. No verbal change orders shall be permitted. All change orders must be in writing with a Purchase Order Change Notice (POCN) issued by TxDMV Purchasing Section.

Payment:

Payment will be made in accordance with the Texas Prompt Payment Act, TGC, Subtitle F, Chapter 2251. Vendor shall submit one copy of a correct itemized invoice showing the purchase order number, payee ID., remit to address, and phone number on invoice. Vendors may submit an electronic invoice. All electronic invoices shall be sent to DMV_FIN-INVOICES@txdmv.gov (note: There is an underscore "_" between DMV and FIN). All invoices received at the email address will be filed for future reference and you will receive a receipt confirmation email. To avoid the confusion of duplicate invoices, please do not send other copies of this invoice via regular mail, fax or other means. On emails for electronic invoices, include the company name (as it appears on the invoice) and the purchase order number in the subject line to assist in identifying and processing your invoices in a timely manner. TxDMV will not incur any penalty for late payment if payment is made in 30 days or less from receipt of goods or services and a correct invoice, whichever is later.

Note: Warrants will not be issued to a vendor without a current Texas Identification Number.

Quantity(ies):

Quantities are estimated: TxDMV does not guarantee to purchase any minimum or maximum quantity. TxDMV reserves the right to increase or decrease the quantity(ies) of the purchase order at the same original terms and conditions. The vendor will be notified in writing by purchase order change notice of any requirements for any increased or decreased quantity(ies).

Delivery:

Delivery of goods shall be in accordance with the delivery requirements of this purchase order, any underlying or associated contract for the goods being purchased and any other requirements set for by TxDMV or state law. Upon delivery, the bill of lading shall include at a minimum the following information: TxDMV Division and Contact Name, TxDMV Purchase Order number, Delivery Address, Vendor contact information and return address. If the vendor has an updated delivery schedule or more accurate delivery date, the vendor shall notify the TxDMV contact immediately.

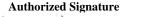
Additionally, this Purchase Order is governed by the Texas Department of Motor Vehicles Standard Terms and Conditions, which can be found at: http://www.txdmv.gov/contractors-vendors.

Human Resources Code, Title 8, Chapter 122, Section 122.001 and Texas Government Code, Title 10, Chapter 2155, Sections 2155.138 and 2155.441

This procurement is governed by the terms and conditions in CPA Contract Number 615-S1 and 620-S1.

TxDMV Contract Monitor: Roger Feuge roger.feuge@txdmv.gov (512) 465-1459 Camp Hubbard - Building 1

Vendor Contact: Customer Service



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Texas Department of Motor Vehicles Texas SmartBuy PO # 23147811 Business Unit # 60800 Purchase Order # 0000012674

Email: customerservice@workquest.com Phone: (512) 451-8145 Address: 1011 East 53 1/2 Street Austin TX 78751								
Supporting documents								
Line-Sch:	Line Description:	PCA:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
1-1	Zebra Sarasa Retractable Gel Pens Bold Point	30101	620/80	1.0000	DOZ	\$10.50000	\$10.50	05/23/2023
	BLACK Ink				RegID		Schedule Total	\$10.50
					000001			
						Item ⁻	Total for Line # 1	\$10.50
Line-Sch: 2-1	Line Description: Zebra Pen Sarasa Retractable Gel Pens Bold Point BLUE Ink	PCA: 30101	Class/Item: 620/80	Quantity: 1.0000	uom: Doz	Unit Price: \$10.50000	Extended Amt: \$10.50	Due Date:
							Schedule Total	05/23/2023 \$10.50
					<u>ReqID:</u> 0000013269			\$10.50
						Item ⁻	Total for Line # 2	\$10.50
Line-Sch:	Line Description: Zebra Sarasa Retractable Gel Pens Bold Point RED Ink	PCA: 30101	Class/Item: 620/80	Quantity: 6.0000	UOM:	Unit Price:	Extended Amt:	Due Date:
3-1					PKG	\$6.08000	\$36.48	05/23/2023
					RegID		Schedule Total	\$36.48
					0000013269			
						Item ⁻	Total for Line # 3	\$36.48
Line-Sch:	Line Description: Self Stick Note Pad, 3"x5", Yellow	PCA: 30101	Class/Item: 615/62	Quantity: 2.0000	UOM : PKG	Unit Price: \$11.92000	Extended Amt: \$23.84	Due Date:
4-1							φ23.04	05/23/2023
					<u>ReqID</u>		Schedule Total	\$23.84
					00000			
						Item ⁻	Total for Line # 4	\$23.84



Texas Department of Motor Vehicles Texas SmartBuy PO # 23147811 Business Unit # 60800 Purchase Order # 0000012674

Line-Sch: 5-1	Line Description: Correction Tape,Standard Tip, White, Single Line	PCA: 30101	Class/Item: 615/29	Quantity: 10.0000	UOM: EA	Unit Price: \$1.77000	Extended Amt: \$17.70	Due Date: 05/23/2023
					<u>ReqID:</u> 000001		Schedule Total	\$17.70
						Item T	otal for Line # 5	\$17.70
						т	otal PO Amount	\$99.02
All Shipments, Shipping papers, invoices and correspondence must be identified with our Purchase Order Number. Over shipments will not be accepted unless authorized by Purchaser prior to Shipment.								
Texas Department of Motor Vehicles Standard Terms and Conditions can be found at: http://www.txdmv.gov/contractors-vendors								